



MARYLAND DEPARTMENT OF GENERAL SERVICES

Alvin C. Collins, Secretary



DGS MISSION

As a business arm of State government, the core mission of DGS is to provide the operating “infrastructure” for the units of State Government so they may achieve their missions.

MARYLAND DEPARTMENT OF GENERAL SERVICES



**DGS continues the transition
from an agency known for
Doing Good Service to a
business arm of State
government that
Does Great Service.**

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Business

- **DGS has eliminated all vendor fees for eMaryland Marketplace...expanding bidding opportunities for small and minority businesses.**
- **DGS is strengthening its Minority Business Enterprise participation.**
- **DGS will close the Surplus Property warehouse by the end of the fiscal year and transition to a new process for disposal of surplus property.**



Energy

- **DGS has reorganized its 8-person energy staff to create a new office of Energy Performance and Conservation.**
- **DGS is moving forward design/construction of the State's second E85 ethanol fuel station to be located in Annapolis.**
- **DGS Energy Performance Contracts allow State agencies and local governments to conserve power, save money and reduce the impact on Maryland's environment.**



Green

- **DGS is nearing completion of two pilot “green” building projects -- an academic building at St. Mary’s College and a new beach services building at Gunpowder State Park.**
- **Currently all buildings that are constructed by DGS have energy efficient mechanical systems designed to save 20 to 30 percent on energy.**
- **DGS Facilities is taking proactive measures to ensure energy efficient lighting in its managed buildings.**



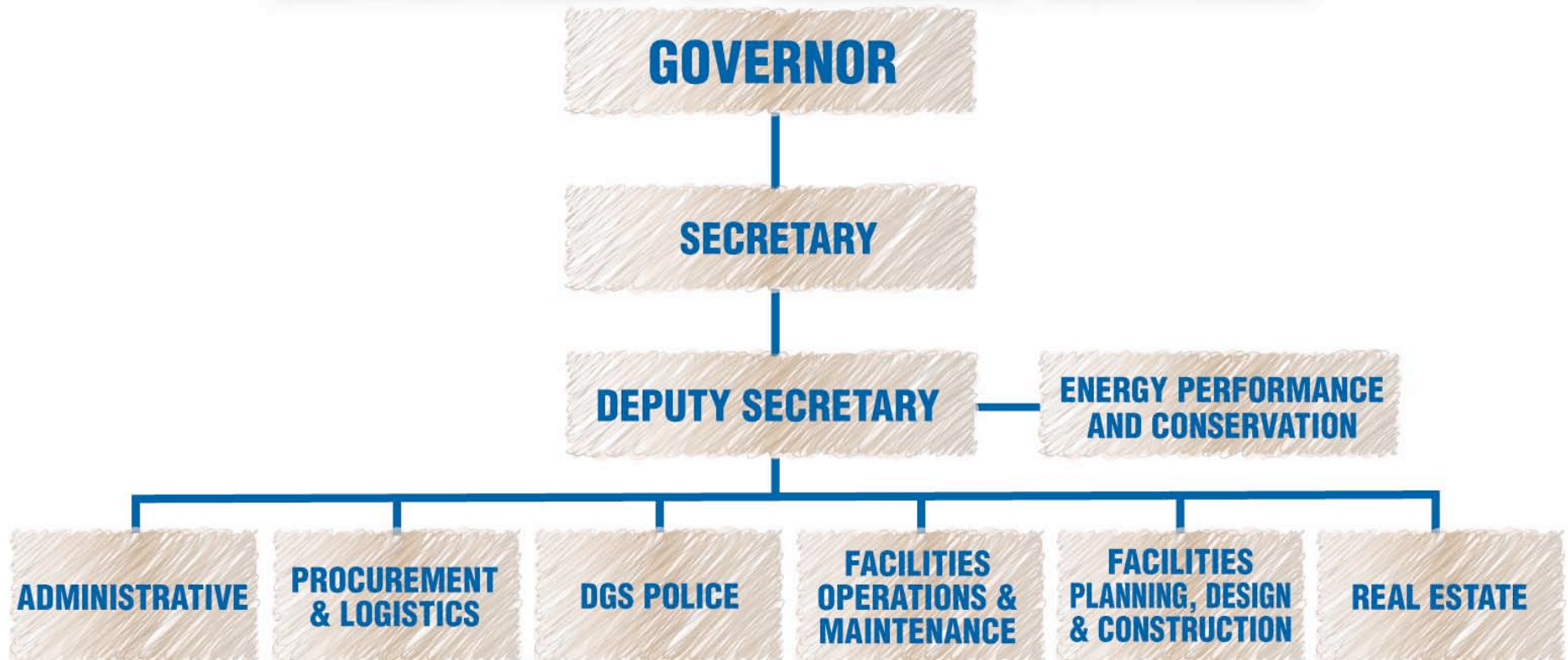
Improvements

- **DGS is nearing completion of facility security improvements with prox access/camera activation for DGS Police-controlled buildings in Annapolis and Baltimore.**
- **DGS is making the landscape environment around the State buildings more pleasant for State employees and the millions of Marylanders who visit our 56-managed facilities.**
- **DGS has increased oversight of janitorial contracts which has led to visible improvement in the building conditions.**



Maryland

DEPARTMENT OF GENERAL SERVICES



DG&S Procurement and Logistics





PROCUREMENT AND LOGISTICS

As a primary procurement agency, DGS has numerous responsibilities for statewide purchasing of a variety of goods and services.

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PROCUREMENT AND LOGISTICS



eMARYLAND MARKETPLACE

Conceived and launched by DGS, eMaryland Marketplace makes available to all government buyers the cost savings and efficiencies of electronic procurement.



MINORITY BUSINESS

DGS traditionally surpasses the minimum 25% goal in most MBE categories.



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PROCUREMENT AND LOGISTICS

BOARD OF PUBLIC WORKS

In FY 07, the BPW Administration processed 1,364 procurements through the BPW and the DGS Procurement Review Board totaling \$716,323,471.



INVENTORY STANDARDS

- Oversees State agencies' inventory management
- Manages the 94-station Statewide Automated Fuel Dispensing System



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PROCUREMENT AND LOGISTICS

RECORDS MANAGEMENT

Manages record storage for State agencies.

- 156,000 cubic feet of records =
26,000 four-drawer file cabinets =
2,340 tons of paper



SURPLUS PROPERTY

Acquires property declared surplus by the State or Federal government for sale to government agencies, non-profits, and the public. The warehouse is targeted for closing by the end of FY 08.



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PROCUREMENT & LOGISTICS

Issues/Challenges

- Need for Statewide procurement training
- Need to develop procurement efficiencies
- Improving MBE and SBR participation
- Closing of the MSASP warehouse
- Developing new surplus disposition process

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EmPOWER Maryland

ENERGY INITIATIVES

The new Office of Energy Performance and Conservation is moving forward with the Governor's EmPOWER Maryland initiative to help State government reduce power consumption 15% by 2015.

To save taxpayer dollars, DGS will:

- Expand the use of Energy Performance Contracting
- Require energy efficient buildings
- Implement more renewable energy in all future projects



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OFFICE OF ENERGY PERFORMANCE AND CONSERVATION

Issues/Challenges

- Need to grasp each State agency's consumption and cost in one consolidated database
- Fast track the selection and award of Energy Performance Contracts to previously selected pool of 5 ESCOs
- Qualify and select energy firms that can design/build medium-size renewable energy projects

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DGS Facilities Operations and Maintenance





FACILITIES OPERATIONS & MAINTENANCE

Facilities Operations and Maintenance manages and maintains 56 State-owned buildings totaling 6.3 million square feet of space.

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FACILITIES OPERATIONS & MAINTENANCE

ANNAPOLIS

Annapolis Public Buildings & Grounds operates and maintains the State Office Center in Historic Annapolis.

- **27 State-owned buildings**
- **More than 2 million square feet on 49 acres of landscaped areas**
- **24.5 acres of parking lots**
- **Buildings house approximately 4,700 State employees and elected officials**



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FACILITIES OPERATIONS & MAINTENANCE

BALTIMORE

**Baltimore Public Buildings & Grounds
includes the Inner Harbor complex**

- 14 State-owned buildings
- Over 3 million square feet
- 100 acres of landscaped area
- 21 acres of parking
- Buildings house
8,400 State employees



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FACILITIES OPERATIONS & MAINTENANCE



MULTI-SERVICE CENTERS

- 15 District Court/Multi-Service Centers
- 1.3 million square feet on 44.2 acres of landscaped areas
- 18.4 acres of parking lots
- 2,700 State employees work in the Multi-Service Centers



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MULTI-SERVICE CENTER LOCATIONS



13 MSC positions lost since 2003. No PINs allowed for South Baltimore or Silver Spring.

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FACILITIES OPERATIONS AND MAINTENANCE Issues/Challenges

- Loss of positions over the last 4 years
- Aging work force
- Inability to recruit competitively and retain employees
- Funding cuts for janitorial services
- Funding for cosmetic renovations

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Facilities Security
DGS Police





FACILITIES SECURITY DGS POLICE

DGS Police and Security Officers provide around-the-clock law enforcement and security for buildings housing State employees and visited by thousands of Maryland citizens.

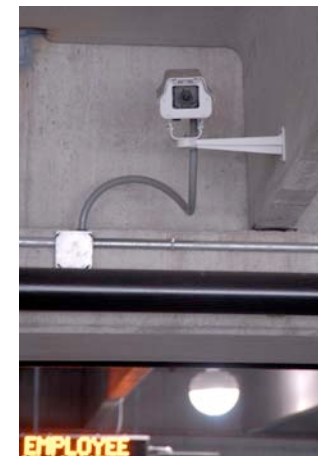
- **30 State buildings**
- **9 parking garages**
- **16 surface parking lots**

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FACILITIES SECURITY DGS POLICE

- 1,079,970 visitors in FY 07 (non-credentialed) to all DGS Police controlled facilities
- 65,000+ Security Cards issued since August 2005
- Prox Security: 19 buildings, 6 garages and 8 parking lots proxed to date
- In FY 07 coordinated 31 rallies/49 press events



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FACILITIES SECURITY

DGS POLICE

Issues/Challenges

- Overtime
- Sick Leave
- Acceptable risks to facilities
- Prox Security remaining: 7 buildings, 1 garage, and 1 parking lot

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DGS Facilities Planning, Design and Construction





FACILITIES PLANNING, DESIGN AND CONSTRUCTION

The Facilities Planning, Design and Construction Division is responsible for the management of the design and construction of capital construction and maintenance projects for the majority of State agencies and Baltimore City Community College.

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FACILITIES PLANNING, DESIGN AND CONSTRUCTION

FY 07 DESIGN:

- Negotiated 114 contracts totaling \$9.7 million – estimated construction value of \$99.6 million

FY 07 TOTAL WORKLOAD:

- 695 projects valued at \$433.9 million
- 399 projects worth \$138.3 million under construction
- 182 projects valued at \$45 million completed

FY 07 CAPITAL GRANT & LOANS:

- 338 awards totaling \$284.5 million
- 577 active grantees totaling \$830.4 million

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FACILITIES PLANNING, DESIGN AND CONSTRUCTION

School Construction: Provides design and eligibility review for the InterAgency Committee (IAC) on Public School Construction.

In FY 07...

Public Schools: 365 projects totaling \$899 million

Community Colleges: 78 projects totaling \$271 million

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Major Projects Underway

- \$25.5M St Mary's College - Construct Goodpaster Hall (Academic Bldg)
- \$20.2M Maryland School for the Deaf Construct New Elementary School
- \$15.2M Baltimore City Community College Phase III Main Building renovation
- \$6.5M St. John's Archaeology Site, Construct Museum over site



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FACILITIES PLANNING, DESIGN AND CONSTRUCTION Issues/Challenges

- Lack of adequate salaries
- Lack of registered architects and engineers
- Aging work force, retirements
- Large Maintenance Backlog
- Maintenance Funding

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DG& Real Estate





REAL ESTATE

On behalf of State agencies, the Real Estate Division leases and enforces lease terms for more than 4.7 million square-feet of office space; appraises, buys, and sells real property; and supports Program Open Space and the Agricultural Land Preservation program.

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REAL ESTATE

Lease Management and Procurement

- Manages 370 leases for 4.7 million square feet of office space with an annual rent of \$70.6 million

Land Acquisition and Disposal

- Evaluates property to be purchased or sold, coordinates program requirements for capital projects, and negotiates contract terms and conditions

PROGRAM OPEN SPACE: Presented 24 purchase and sale agreements, options, and easements to BPW for a total FY 07 transaction value of \$30,155,338 with 4,229 acres protected.

MARYLAND AGRICULTURAL EASEMENT PROGRAM: In FY 07, the Unit presented to the Board of Public Works 63 easement options valued at \$36,509,676 million with 7,983 acres preserved.



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REAL ESTATE

Valuation and Appraisal appraises property for State agencies, provides valuation services for State agencies and organizations that receive State grants and loans, provides value recommendations, and maintains a list of approved appraisers.

- In FY 07 completed 999 reviews and 87 appraisals



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REAL ESTATE Issues/Challenges



- Information Technology deficiencies
- Efficient and effective productivity
- Improving customer and client services



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DGS PRIORITIES

- Evaluating and implementing new procurement technologies
- Developing new surplus disposition process
- Reducing power consumption 15% by 2015
- Working on renewable energy projects
- Making available other alternative fuel sources
- Opening Ethanol facility in Annapolis
- Increasing MBE/SBR participation

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DGS PRIORITIES

- Increasing emphasis on customer service and quality control
- Establishing in-house training
- Improving Information Technology system
- Continuing to improve the appearance of DGS-operated facilities
- Improved security through technology assistance
- Completing prox security access in Annapolis and Baltimore

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DGS PRIORITIES

- **DGS Master Plan for Annapolis and Baltimore**
- **Portfolio management system for Real Estate**
- **State Center Transit Oriented Development project**
- **Continuing to review and refine DGS as a business organization**



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